

PARK COUNTY, MONTANA

Commission Minute Clerk

(3/4 to Full Time)

POSITION IDENTIFICATION

Work Unit: Park County Commission

Title: Commission Minute Clerk

Current Classification: Non-Exempt Position

Pay Grade: 17

3/4 to Full Time

ASSIGNED DUTIES AND TASKS

Position overview: This position is for the Park County Commissioners Office and is responsible for maintaining accurate documentation of Park County Commission meetings, the Park County Road book and performing various other duties as assigned. The position reports directly to the Park County Commission. Park County will furnish the necessary equipment for this position.

Each duty listed below makes up at least 20% of the job, and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated.

COMMISSION MEETING PREPARATION AND SUPPORT

1. Prepares and ensures attendance records are kept of all Commission meetings.
2. Participates in Commission meetings by attending meetings, operating recording equipment, simultaneously prepares a record of actions taken and speakers' comments for the Commission Minute Book and Park County Road Book in accordance with state statutes
3. Documents, processes, and maintains records related to Commission decisions as noted in the meeting minutes. Distributes final minutes for approval by Commission and prints Commission minutes for signatures and filing in the Clerk and Recorder's Office and IT Department for web posting.
4. Archives audio recordings and approved minutes of Commission meetings for the permanent record.
5. Duplicates Commission proceedings onto CDs for individuals upon request.
6. This position also requires some occasional travel out of town within Park County to attend meetings

OTHER DUTIES AS ASSIGNED

Performs a variety of other duties as assigned by supervisors. This includes participating in special projects, occasionally filling in for other employees, participating in ongoing training and a variety of other functions as needed.

KNOWLEDGE

This work requires knowledge of state and county laws, rules, and procedures; reading and interpreting legal descriptions and documentation; listening, interpreting and synthesizing meeting discussions; records management; research methods; customer service techniques; skill in the use of various computer software and systems; and the ability to communicate effectively verbally and in writing. This position must also have the knowledge and ability to handle sensitive and confidential information on a daily basis.

Education and Experience

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school plus several years of job-related work experience.

ACCOUNTABILITY

This position makes decisions regarding the clarity and accuracy of Commission minutes. Standardized recording practices and procedures, guidelines, and methods are available to ensure compliance with statutes, rules, requirements, and laws. Specific laws, regulations and processes are available and must be followed. The person in this position is empowered to exercise good judgment in applying these laws, regulations and processes.

INDEPENDENCE OF ACTION

The position works within established documentation and records management guidelines and policies of the Park County Policy and Procedures. The person in this position uses discretion in prioritizing work, and choosing applicable procedures and requirements for each work activity. The Commission formally adopts the meeting minutes.

PERSONAL CONTACTS

This position has contacts with Park County Elected Officials, Park County employees, and the general public.

ADDITIONAL COMPENSABLE FACTORS

Work Environment/Physical Demands

Work is primarily performed in a normal office environment, involving the occasional lifting of 35lbs or more. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to sit for long periods of time. This position also requires some occasional travel out of town within Park County to attend meetings. Some work may be off-site.

The noise level in the work environment is usually moderate.